Instructions for Completing the Competitive Sourcing Report Workbook

This workbook includes five spreasheets for data entry. You should only enter data into spreadsheets W.1., W.2., and S.3. Spreadsheets S.1. and S.2. will populate automatically using data links from spreadsheets W.1. and W.2., respectively.

Group competitions by type: streamlined, standard, and cancelled.

The following types of competitions should be included in the streamlined category: Streamlined competition with MEO, Streamlined competition with MEO under deviation, Streamlined competition without MEO under deviation, Streamlined cost comparison, Streamlined cost comparison conducted under a deviation.

The following types of competitions should be included in the standard category: standard competition, standard competition conducted under a deviation, cost comparison, cost comparison conducted under a deviation.

If additional rows are required to accommodate additional competitions, insert the appropriate number of rows. To preserve the subtotal formulas, only add rows between the first and second existing row, the last and second to last existing row, or any rows in-between for any given competition type. DO NOT add rows above the first or below the last existing rows, as this will cause an error in the subtotal calculations.

When you add rows to W.1. and W.2., you will need to copy the formulas for total costs and annualized savings. DO NOT delete or change formulas.

IMPORTANT: When adding rows to spreadsheets W.1. and W.2. to accommodate additional competitions, be sure to add corresponding rows on the S.1. and S.2. spreadsheets, respectively. This is to ensure that all competition, subtotal, and total rows on each pair of sheets match up for the purposes of maintaining data links to eliminate the duplication of data entry on S.1. and S.2. For example, the "Subtotal, Standard Competitions" row on the W.1. sheet needs to remain on the same row number as the "Subtotal, Standard Competitions" row on the S.1. sheet.

As additional competition rows are added to the S.1. and S.2. spreadsheets, users will need to copy formulas from an entire original competition row, and paste these formulas into the additional competition rows.

Spreadsheet W.1. allows for up to twelve performance periods of winning provider cost data. However, only performance periods one through five are shown in the original format. If additional performance periods exist, "unhide" the necessary additional reporting columns between columns AB and AJ, and proceed with any additional data entry. If additional performance periods are not needed, leave them blank -- DO NOT delete.

Do not delete and/or modify formulas and calculations, or reformat the spreadsheets with respect to their general layout.

Before submission to OMB, please verify that the formulas are calculating correctly.

Environmental Protection Agency FY 2007 COMPETITIVE SOURCING ACTIVITIES WORKSHEET

COMPLETED COMPETITIONS (Dollars in Millions)

	Consolidor Possibility																Incremental Costs of Conducting Studies Costs of Service Providers						a company of the comp									
	Competition Description															Incremental Costs of Conducting Studies C							sts of Service Provi	ders	Savings and/or Performance Improvements							
Agency	Bureau		Secondary ode Activity Code	Additional Activity Code	Description of Activity Competed	Type of Competition	Location (State)	of FTE in study	Source Selection Strategy Used # of Bids Received	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Length (days)	Winning Provider	Completion Date	Actual Phase-In Completion Date (MM/DD/YYYY)	FY 2004 Costs	FY 2005 Costs	FY 2006 Costs	FY 2007 Costs	Total Cost - All Years	Baseline Cost	s Offer/Tende	r Offer/Tender	Offer/Tender	Cost of Winning Cost of Wi Offer/Tender Offer/Te Perf Period #4 Perf Perio	nder Winning	Estimated Savings	Period of Est. Savings (Performance Periodin years)	Annualized Savings	Actual Savings(if available)	Saving Methodology: Calculation/Proxy	Quantifiable Description of Improvements in Service or Performance (if appropriate)
STREAMLINED	COMPETITI	ONS																														/
EPA		W310	W824	W999	Data Entry and Reporting	Streamlined competition with MEO	MA 1		Lowest price technically acceptable 0	09/25/2006	12/20/2006	86	In-house government personnel		1/30/2007	0.000	0.000	0.000	0.000	0.000	7.905	1.445	1.434	1.479	1.532 1.444	7.334	0.571	5	0.114	0.000 Cal	dculation	
EPA		W826	W999		Web design and development, usability testing, custom		DC 8		Lowest price technically acceptable 0	12/04/2006	03/05/2007	91	In-house government personnel		9/30/2007	0.000	0.000	0.000	0.000	0.000	14.532	2.686	2.776	2.873	2.983 3.084	14.401	0.131	5	0.026	0.000 Cal	dculation	
EPA		W826	W999		The ASM svc & support inleades technical consulting on	Streamlined competition with MEO	DC 1		Lowest price technically acceptable 0	03/29/2007	06/27/2007	90	In-house government personnel		7/31/2007	0.000	0.000	0.000	0.000	0.000	8.463	1.411	1.435	1.482	1.576 1.645	7.548	0.914	5	0.183	0.000 Cal	deulation	
EPA		W826	W999		Develops and maintains the national RCRA Info data	Streamlined competition without MEO	DC 6		Lowest price technically acceptable 0	03/30/2007	06/27/2007	89	In-house government personnel		7/31/2007	0.000	0.000	0.000	0.000	0.000	8.655	1.664	1.694	1.729	1.764 1.804	8.655	0.000	5	0.000		deulation	
EPA		W826	W999		Services to be provided will include technical assistance,	Streamlined competition with MEO	DC 9		Lowest price technically acceptable 0	06/06/2007	08/29/2007	84	In-house government personnel		0/01/2007	0.000	0.000	0.000	0.000	0.000	9.105	1.540	1.591	1.646	1.704 1.769	8.250	0.855	5	0.171	0.000 Cal	deulation	
EPA		C501	C500		Preparation and audit of organization wide financial	Streamlined competition with MEO	DC 2	,	Lowest price technically acceptable 0	06/20/2007	09/18/2007	90	In-house government personnel		1/01/2007	0.000	0.000	0.000	0.000	0.000	16.183	2.613	2.710	2.844	3.013 3.141	14.322	1.861	5	0.372		deulation	/
EPA		W826	W999		Web design and development, usability testing, custom	Streamlined competition with MEO	DC 6		Lowest price technically acceptable 0	06/29/2007	09/24/2007	87	In-house government personnel		1/30/2007	0.000	0.000	0.000	0.000	0.000	1.559	2.763	2.835	2.912	2.991 3.077	14.579	0.980	5	0.196	0.000 Cal	dculation	
SUBTOTAL, ST	EAMLINED	COMPETITI	IONS	•			7									0.000	0.000	0.000	0.000	0.000	66.402					75.090	5.312		1.062	0.000		
STANDARD CO	MPETITIONS	3																													(
SUBTOTAL, ST	NDARD CO	MPETITIONS	S						0							0.000	0.000	0.000	0.000	0.000	0.000					0.000	0.000		0.000	0.000		
TOTAL, ALL CO	MPETITION	is)	0							0.000	0.000	0.000	0.000	0.000	66.402					- · · · 75.090	5.312		1.062	000.		

FY 2007 FIXED COSTS*

*Note: These costs are not competition-specific

Environmental Protection Agency FY 2007 COMPETITIVE SOURCING ACTIVITIES WORKSHEET

Announced Competitions* (Dollars in Millions)

					Competition	Description						Increme	ental Costs of Cond	ucting Studies		
Agency	Bureau	Primary Activity Code	Secondary Activity Code	Additional Activity Code	Description of Activity Competed	Type of Competition	Location (State)	# of FTE in study	Source Selection Strategy Used (If Known)	Start Date (MM/DD/YYY Y)	FY 2004 Costs	FY 2005 Costs	FY 2006 Costs	FY 2007 Costs	Total Cost All Years	Anticipated Savings or Quantifiable Description of Improvements in Service or Performance (if available)
STREAMLINED	COMPETIT	IONS														
EPA		W826	W999		Web design and development,	Streamlined competition with MEO	DC	5		09/18/2007	0.000	0.000	0.000	0.000	0.000	
EPA		W310	W999	W824	Data Entry, Reporting and	Streamlined competition without MEO	CO	10		09/27/2007	0.000	0.000	0.000	0.000	0.000	
SUBTOTAL, ST	REAMLINED	COMPETITIONS						15			0.000	0.000	0.000	0.000	0.000	
STANDARD CO	MPETITION	S														
SUBTOTAL, ST	ANDARD CO	MPETITIONS						0			0.000	0.000	0.000	0.000	0.000	
					•	·	·			·	<u> </u>	<u> </u>	·	<u> </u>		
TOTAL, ALL CO	OMPETITION	NS						15			0.000	0.000	0.000	0.000	0.000	
										•	•			-	_	

CANCELLED COMPETITIONS (pre-performance decision)

Environmental Protection Agency FY 2007 COMPETITIVE SOURCING ACTIVITIES WORKSHEET

COMPLETED COMPETITIONS (Dollars in Millions)

	Competition Description																		Savings and	or Performance In	provements		
Agency	Bureau	Primary Activity Code	Secondary Activity Code	Additional Activity Code	Description of Activity Competed	Type of Competition	Location (State)	# of FTE in study	# of Bids Received	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Expected Phase-In Completion Date (MM/DD/YYYY)	Actual Phase-In Completion Date (MM/DD/YYYY)	Source Selection Strategy Used	Winning Provider	FY 2007 Costs	Total Cost - All Years	Estimated Savings	Period of Est. Savings (Performance Periodin years)	Annualized Savings	Actual Savings(if available)	Saving Methodology: Calculation/Proxy	Quantifiable Description of Improvements in Service or Performance (if appropriate)
STREAMLINED COMP	PETITIONS																						
EPA		W310	W824	W999	Data Entry and Reporting	Streamlined competition with ME) MA	10 0		09/25/2006	12/20/2006		01/30/2007	Lowest price technically	In-house	0.000	0.000	0.571	5	0.114	0.000	Calculation	
EPA		W826	W999		Web design and development, usability testing,	Streamlined competition with ME	DC	8 0		12/04/2006	03/05/2007		09/30/2007	Lowest price technically	In-house	0.000	0.000	0.131	5	0.026	0.000	Calculation	
EPA		W826	W999		The ASM svc & support inleudes technical	Streamlined competition with ME	DC	10 0		03/29/2007	06/27/2007		07/31/2007	Lowest price technically	In-house	0.000	0.000	0.914	5	0.183	0.000	Calculation	
EPA		W826	W999		Develops and maintains the national RCRA Info	Streamlined competition without	DC	6 0		03/30/2007	06/27/2007		07/31/2007	Lowest price technically	In-house	0.000	0.000	0.000	5	0.000	0.000	Calculation	
EPA		W826	W999		Services to be provided will include technical	Streamlined competition with ME	DC DC	9 0		06/06/2007	08/29/2007		10/01/2007	Lowest price technically	In-house	0.000	0.000	0.855	5	0.171	0.000	Calculation	
EPA		C501	C500		Preparation and audit of organization wide	Streamlined competition with ME	DC	20 0		06/20/2007	09/18/2007		11/01/2007	Lowest price technically	In-house	0.000	0.000	1.861	5	0.372	0.000	Calculation	
EPA		W826	W999		Web design and development, usability testing,	Streamlined competition with ME	DC	6 0		06/29/2007	09/24/2007		11/30/2007	Lowest price technically	In-house	0.000	0.000	0.980	5	0.196	0.000	Calculation	
SUBTOTAL, STREAMI	LINED COMP	PETITIONS		•				70 0								0.000	0.000	5.312		1.062	0.000		
								•															
STANDARD COMPETT	TIONS																						
SUBTOTAL, STANDAR	RD COMPETI	ITIONS						0 0								0.000	0.000	0.000		0.000	0.000		
								•					•			•	•			•			
TOTAL, ALL COMPET	TITIONS							70 0								0.000	0.000	5.312		1.062	0.000		

FY 2007 FIXED COSTS*
*Note: These costs are not competition-specific